Government of
Saskatchewan

Annual Report
1985-1986

Saskatchewan
Urban Affairs

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Letters of Transmittal

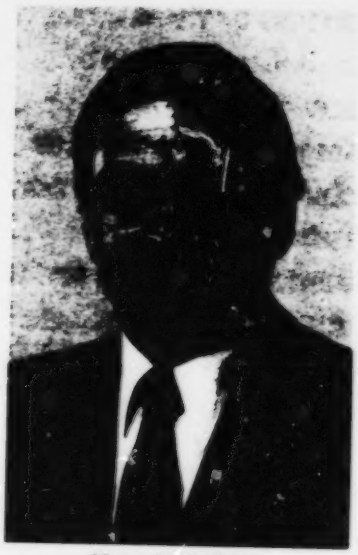
The Honourable F.W. Johnson
Lieutenant Governor
Province of Saskatchewan

Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1986.

Respectfully submitted,

Jack Klein
Minister of Urban Affairs



Hon. Jack Klein

The Honourable Jack Klein
Minister of Urban Affairs
Regina, Saskatchewan

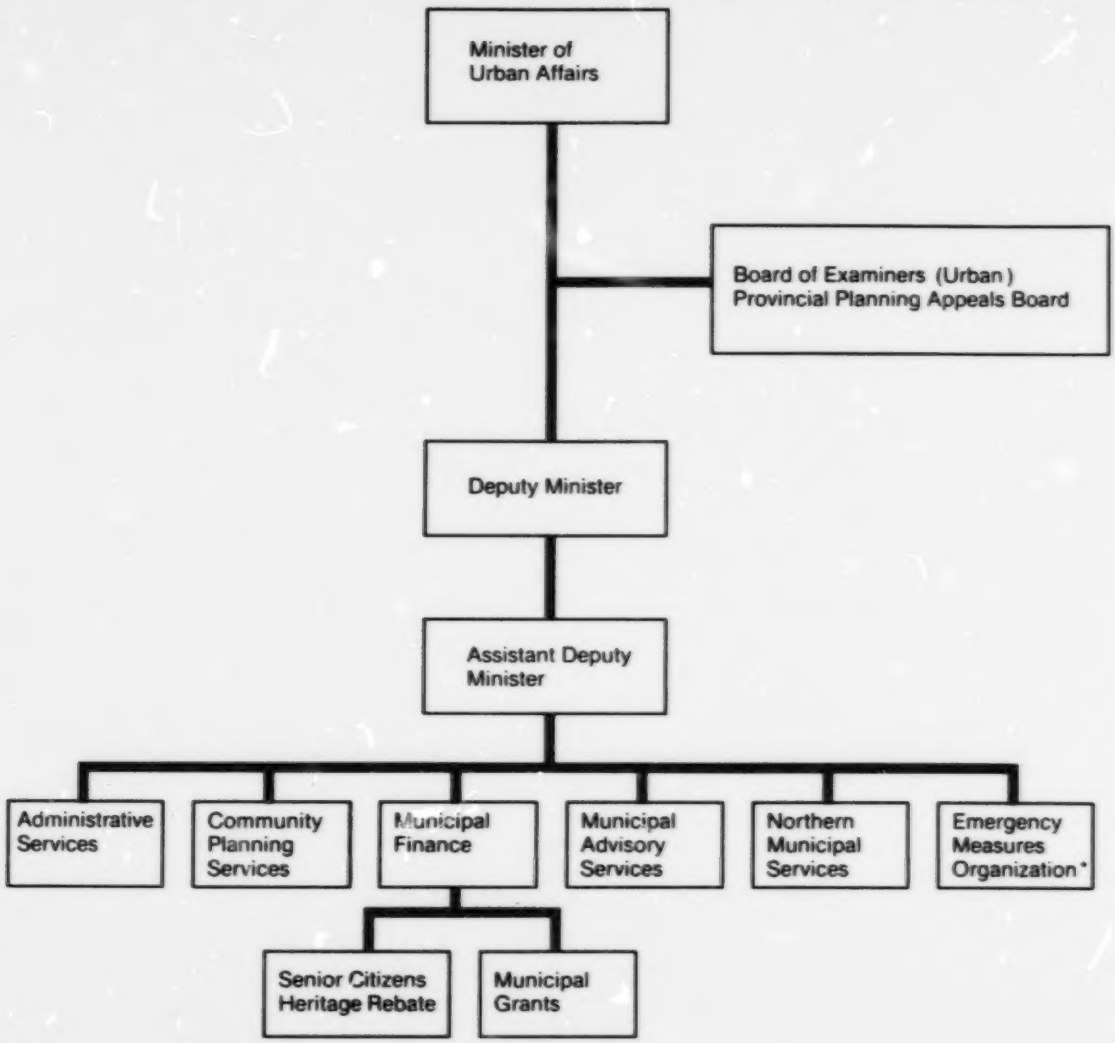
Sir:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1986.

Respectfully submitted,

D.M. Innes
Deputy Minister of Urban Affairs

Organization Chart



* Transferred to Saskatchewan Environment effective February 13, 1986.

Department Goals

Mission Statement

To support and maintain a viable system of urban government within the Province, by providing administrative, financial and technical assistance to urban and northern municipalities, assisting them in meeting the needs of their residents for services and facilities. To provide financial assistance to specific groups of property owners to reduce the impact of property taxation.

Goals:

1. To maintain a legislative framework which meets the changing needs of urban and northern governments and provincial interests.
2. To establish and maintain a framework of financial programs which assist urban and northern municipalities with the cost of providing services and facilities to their residents which reflect the changing fiscal circumstances of local governments and the province.
3. To support and enhance the administrative and decision-making capabilities of urban and northern municipalities in the conduct of their affairs.
4. To inform, advise and consult with urban and northern municipalities and the public on legislation, regulation, procedures and policy alternatives.
5. To ensure and facilitate municipal compliance with legislative requirements, keeping in mind the interests of the wider public, by reviewing and regulating certain decisions of urban and northern councils.
6. To provide a planning service including subdivision approval, directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service.
7. To develop policies and strategies to assist the department in implementing the government's objectives relating to urban and northern municipalities.
8. To maintain a program framework to assist specific groups of property owners with meeting the cost of local government taxation.
9. To provide a climate within the department conducive to professional productivity, growth and creativity.

Administrative Services

Mission Statement

- To provide service and support in the direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development, and legislation and information processing for the department.
- The branch also provides administrative services for the Saskatchewan Assessment Authority, the Saskatchewan Assessment Appeal Board, the Provincial Planning Appeals Board and the Board of Examiners (Urban).

Financial Management

Goal: To provide effective financial management service and support in the areas of accounting, budgeting and expenditure/revenue control in accordance with government, department and central agencies guidelines and directives.

During 1985-86, the branch processed payments for the department totalling $127 million and received revenues of $1.7 million.

Asset Management

Goal: To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1985-86, the branch was responsible for the management of office supplies, equipment and space for five office locations: Regina, Saskatoon, Prince Albert, La Ronge and Buffalo Narrows.

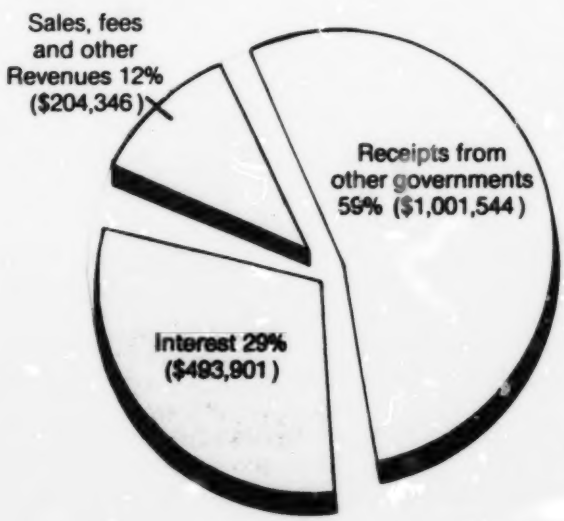
The branch was also responsible for the management of 20 CVA vehicles in the department for a total mileage of 405,900 kilometres.

Human Resources

Goal: To provide effective human resource management, service and support in the areas of personnel/payroll policies and procedures administration, interpretation and implementation of the collective agreement and public service regulations, and staffing, classification, performance evaluation and management/employee relations.

During the year there were 116 permanent and 4.7 non-permanent positions in the department, for a total of 120.7 person years.

Saskatchewan Urban Affairs
Percentage Allocation of Revenues
1985-86
($1,699,791)



Saskatchewan Urban Affairs
Percentage Allocation of Department Expenditures
1985-86
($126,976,926)

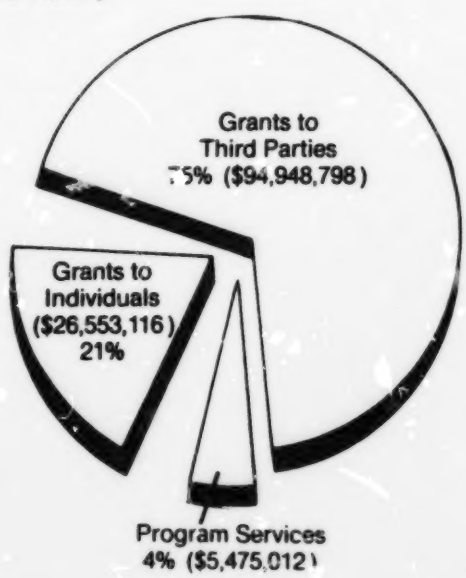


Table No. 1

Branch	Permanent	Non-Permanent	Total
Executive Administration	8	2.0	10.0
Administrative Services	18	.5	18.5
Municipal Finance	15	.3	15.3
Community Planning Services	41	.7	41.7
Emergency Measures Organization	3	-	3.0
Provincial Planning Appeals Board	1	-	1.0
Saskatchewan Assessment Appeal Board	2	-	2.0
Municipal Advisory Services	9	-	9.0
Northern Municpal Services	19	1.2	20.2
	116	4.7	120.7

Legislation and Information

Goal: To manage the requirements for the processing of department legislation and information in accordance with department and government guidelines and policies.

During the year, the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public:

- "Municipal Scene" - a quarterly newsletter on the programs and policies of the department.
- 1986 Municipal Directory - a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- Provincial Financial Assistance and Services for Local Government - a catalogue of all provincial government departments that provide programs and services to local government organizations.

Table No. 2

1985-86 Expenditures

Program Services		$ 5,475,012
Grants to Local Authorities		94,948,798
Grants to Individuals		26,553,116
		$126,976,926

Program Services:		
Administration		$ 1,686,867
Municipal Finance		1,017,929
Community Planning Services		1,394,749
Emergency Measures		109,683
Provincial Planning Appeals Board		55,923
Saskatchewan Assessment Appeal Board		156,312
Northern Municipal Services		685,540
Municipal Advisory Services		368,009
		$ 5,475,012

Grants to Local Authorities:		
Industrial Towns		$ 25,000
Urban Revenue Sharing		
— General	$64,347,085	
— Fire	277,063	
— Recreation	516,831	65,140,979
Meewasin Valley Authority		806,438
Wakamow Valley Authority		95,361
Wascana Centre Authority		835,760
Swift Current Chinook Parkway		100,500
Saskatchewan Urban Municipalities Assoc.		5,000
Urban Mun. Admin. Assoc. of Sask.		1,000
Local Studies & Research		52,615
Transit Grants		
— Municipal	$ 2,352,371	
— Disabled	1,538,241	3,890,612
Northern Capital Grants		450,000
Northern Fire Protection Grants		104,500
Northern Revenue Sharing		5,097,777
Operating Grant to Uranium City		350,000
Grant to Meadow Lake for Infrastructure Development		560,000
Community Capital Fund		1,680,743
Provincial Capital Fund		12,462,322
Regina/Moose Jaw Carbon Filtration		2,844,619
Regina Rail Relocation		445,572
		$ 94,948,798

Grants to Individuals:	
Property Improvement Grants	$ 545,465
Senior Citizens School Tax Rebates	96,912
Renters Property Tax Rebates	959,022
Farm Implement Dealers Rebates	438,473
Senior Citizens Heritage Rebates	24,513,244
	$ 26,553,116

Community Planning Services

Mission Statement

To provide an effective framework for land use management at the provincial and local level and to enhance the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

Legislation

Goal: To maintain a legislative framework for effective land use management.

Goal: To efficiently administer legislation and regulations.

The Community Planning Services Branch is responsible for **The Planning and Development Act, 1983** and its regulations, **The Municipal Expropriation Act**, and sections of **The Urban Municipality Act, 1984** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

In the past year, the Branch consulted with various municipalities and professional groups in a review of The Subdivision Regulations. The resulting amendments clarified certain sections and streamlined the subdivision process.

The branch also administered The Dedicated Lands Regulations under **The Planning and Development Act**. Public reserve lands are owned by the Crown but may be leased to local authorities for use as school sites, parks and recreational sites or other public uses or in some cases, sold or exchanged at the discretion of the minister.

Administering the various pieces of legislation for which the branch is responsible involved the review and recommendation of bylaws and amendments for municipal development plans; zoning and subdivision bylaws; applications for altering urban municipal boundaries; applications for incorporations and status changes of urban municipalities; and expropriation proposals.

The branch also reviewed and issued decisions on all subdivisions in urban municipalities (except for Regina, Saskatoon and Prince Albert which are designated as approving authorities), in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan.

Planning Advisory Service

Goal: To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided from offices located in Prince Albert, Regina and Saskatoon.

Regular visits were made by all staff to communities of various sizes. Staff members made themselves available during these visits for general advisory consultations. They also met frequently with councils and urban administrators on specific planning programs or issues.

In the past fiscal year, branch staff made over 540 visits to urban centres to discuss general planning issues. In addition, staff prepared Basic Planning Statements for 40 municipalities. The preparation of each document involved three or more meetings with the council of each community.

The chart on the following page shows the branch's achievements in these areas during the fiscal year.

Table No .3

Project	Approvals	Refusals
Development Plan — Bylaw	1	
— Amendments	22	
Zoning — Bylaws	14	
— Bylaw Amendments	207	
Basic Planning Statements	14	
— Amendments	1	
Annexations — Cities	1	
— Towns	10	
— Villages	4	
Village Incorporations	2	1
Status Changes	3	
Name Changes	-	
Expropriations	1	
Subdivision — Applications	556	2
— Reapprovals	40	
— Referrals from Rural Development	196	
— Bylaw Amendments	2	
Public Reserve — Easements	27	
— Land Exchanges	38	
— Leases	28	
— New Reserves	80	
— Other	14	

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Community Planning Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 196 referrals. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is crown-owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new lots.

In view of the severe development constraints encountered in the north, a good information base is required for planning purposes ranging from determining potential growth areas to detailed lot design. The branch continued to maintain its information library in 1985-86 by acquiring airphotos for 8 communities. Airphoto terrain analysis was undertaken for Pinehouse and Beauval and contour mapping was prepared for St. George's Hill. The branch's land use and land ownership data was also kept current.

As a continuation of the work completed by the Northern Boundaries Commission, the boundaries of nine communities were legally surveyed.

Education Extension

Goal: To enhance the planning capability of local governments.

The branch continued its series of information sessions to promote and clarify specific sections of **The Planning and Development Act, 1983.** Approximately 150 aldermen, administrators and interested citizens attended the seminars held throughout the province. Topics discussed included Basic Planning Statements and utilization of new types of zoning controls.

During the fiscal year the branch circulated publications explaining various provisions of the Act for future reference by aldermen, administrators and interested citizens.

Emergency Measures

Mission Statement

To promote a practical framework for emergency preparedness and disaster response by local government and to co-ordinate resources and activities between the three levels of government for emergency preparedness.

Goal: To develop and maintain strategies for provincial emergency preparedness and disaster response.

The Cabinet Directive on Emergency Planning was circulated to all government departments and agencies for their review. The document was then submitted to Cabinet and received approval on February 18th.

All departments, agencies and crown corporations listed in the Cabinet Directive, appointed a member of their staff as emergency planning officers. Eleven provincial emergency planning districts were established for provincial planning and response purposes.

Goal: To develop and maintain strategies for municipal emergency preparedness and emergency response.

The addition of two municipal consultants during the year has allowed for more active promotion and assistance of emergency planning by municipalities throughout the province.

Emphasis was on assisting urban and rural municipalities to develop an effective emergency response capability through the formation of Mutual Aid Areas, in which the total resources of manpower and equipment could be brought to bear on any disaster within a particular geographic area.

Several new Emergency Measures Organizations have been formed in municipalities and two Mutual Aid Areas were organized. In addition, numerous visits were made to existing EMO's and to other communities to promote emergency planning.

In the area of training, an orientation course was conducted for provincial and municipal personnel as well as an annual conference for Municipal EMO Co-ordinators. Two municipal paper exercises and one actual municipal exercise were held to test the disaster plan of the community.

During the year, 130 municipal personnel from the province attended special training courses at the federal Emergency Preparedness College in Arnprior, Ontario.

Goal: To develop and maintain programs to ensure continuity of government functions and services following any major emergency or disaster.

Negotiations are underway with the federal government for the establishment of a Regional Emergency Government Headquarters (REGHQ) in Saskatchewan. Rather than a single-purpose structure, that is only used in event of a major disaster, a dual-purpose structure is proposed that would serve as an REGHQ/Training Facility and be jointly funded by the federal and provincial governments.

The Vital Points Program and the Line Load Control Program have progressed favorably with input from all government departments and agencies.

Goal: To utilize the federal funding available under the Joint Emergency Planning Program (JEPP) to further the development of emergency planning in Saskatchewan.

The Joint Emergency Planning Program is a federal-provincial program under which municipalities can develop and enhance their emergency response capabilities. In 1985-86, municipalities obtained approximately $85,000 in joint federal funding under the program for various projects designed to improve emergency response. A five-year provincial JEPP submission was approved and in 1985-86 approximately $36,000 in federal funding was received.

Goal: To develop appropriate legislation to meet the emergency planning and disaster response requirements for the Province.

The Civil Defence Act, under which the Emergency Measures Organization currently operates, no longer meets the emergency planning and disaster response requirements of the province. New legislation is required and a rough draft of the new emergency planning legislation was completed in 1985-86.

The Emergency Measures Organization was transferred to Saskatchewan Environment effective February 13, 1986.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Legislation and Policy

Goal: To maintain current legislation, regulations and policy respecting the needs of urban municipalities.

Legislation

The Municipal Advisory Services Branch is responsible for the following Acts which provide enabling powers to urban municipalities:

- **The Urban Municipality Act, 1984**
- **The Local Government Election Act**
- **The Local Improvements Act**
- **The Urban Municipal Administrators Act**
- **The Tax Enforcement Act**
- **The Lloydminster Municipal Amalgamation Act**

The branch is also responsible for the regulations under the above Acts and consults with numerous departments on other legislation which directly affects urban municipalities.

The branch consults and negotiates with local government organizations on a regular basis respecting this legislation in addition to monitoring public needs in relation to municipal powers and duties.

During 1985-86 the branch completed extensive amendments to **The Urban Municipality Act, 1984** and **The Local Government Election Act**, the latter in preparation for the Fall, 1985 municipal elections.

The Urban Municipality Regulations No. 1 were completed and brought into effect in August, 1985.

The Local Government Election Regulations were amended in June, 1985 to permit the implementation of the reforms that were brought into force by the amended Act.

The Urban Municipal Administrators Act was also amended to increase the size of the Executive Board of the Urban Municipal Administrators' Asssociation of Saskatchewan and create a seventh division of Northern Saskatchewan.

The Board of Examiners (Urban Affairs) Regulations were also amended in June, 1985 to institute a new Class "D" certificate which recognizes the educational and field achievements of administrators of urban municipalities with a population of 300 or less.

Policy and Research

This branch also exercises a lead role in the preparation of reports, option papers, briefing material and correspondence on topical issues such as store hours, tax exemptions, transportation of dangerous goods, licensing and liability insurance.

For a major part of the year in review, branch staff served on and exercised a lead role on the Working Committee on Resort Communities, formed with representatives of Saskatchewan Rural Development, SUMA, SARM and resort communities, to study a number of concerns related to resort communities in the province.

Staff also served on an interdepartmental committee established to examine the store hours issue. In addition, branch staff participated on an interdepartment/intergovernment task force on dangerous goods.

Branch staff provided input into the preparation of the Statute Law (Radio and Television Broadcasting) Amendment Act which allows urban municipalities to own and operate television rebroadcasting systems.

Education and Training

Goal: To promote efficient and effective urban municipal administration by providing education and training services for urban municipal officials.

The promotion of effective municipal administration was accomplished through a series of workshops for municipal officials. During the past year, a total of 40 workshops were held on tax enforcement procedures, municipal election procedures and basic parliamentary procedures in the conduct of council meetings.

Staff also served as resource persons at the regional meetings and annual conferences of the Saskatchewan Urban Municipalities Association (SUMA) and the Urban Municipal Administrators' Association of Saskatchewan (UMAAS).

In addition, staff assisted the University of Regina Extension by reviewing course materials for the Local Government Administration Program.

Preliminary work was completed in the year towards the preparation of two information guides for municipal officials called "The Role of the Clerk" and "Guidelines for Audit of Urban Municipalities". "The Role of the Clerk" will be published for distribution in the 1986-87 fiscal year.

Advisory Services

Goal: To assist urban municipalities to effectively perform their legislative and administrative responsibilities.

Administrative problems and procedures relating to municipal law, accounting and general office administration in urban municipalities were handled on a daily basis by staff, who handled approximately 5,300 telephone inquiries and 1,300 written inquiries. Staff also attended 71 meetings and visited 81 municipal offices during the past year. During the course of regular visits to municipal offices, advisory staff inspected and evaluated the performance of urban municipal administrators for certification by the Board of Examiners. During the year under review, eight certificate inspections were conducted on behalf of the Board of Examiners.

The budgets of 51 urban municipalities and the annual financial statements of 510 urban municipalities were reviewed and the data prepared for entry into the departmental Financial Reporting System. The Financial Reporting System is a joint project between this branch and the Municipal Finance Branch to facilitate better reporting of municipal financial records.

Branch staff also assisted in conducting public meetings and votes of electors, required by statute, for the incorporation of hamlets into villages and resort villages.

Municipal Finance

Mission Statement

To encourage the financial health of urban municipalities by providing financial assistance in a framework that is responsive to changing needs and conditions and that assists municipalities in addressing the service and facility needs of their residents.

Program Administration and Policy Analysis

Goal: To provide policy analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year, the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Provincial Capital Fund Program
- Community Capital Fund II Program
- Urban Transit Program
- Industrial Towns Assistance
- Rail Relocation
- Urban Park Program and Studies
- Regina-Moose Jaw Carbon Water Treatment System
- Downtown Revitalization

The branch undertakes policy analysis relating to financial and other municipal issues as required, and provides the provincial government with results and recommendations in this respect.

Urban Revenue Sharing

Revenue Sharing is a program under which the provincial government transfers a part of its revenues to municipalities.

The branch is responsible for the planning, policy analysis, and administration of the Urban Revenue Sharing Program. This includes unconditional grants and the two conditional intermunicipal programs — fire protection and recreation. The branch has a shared responsibility with Saskatchewan Rural Development and Saskatchewan Finance for policy analysis respecting the program's escalator index.

During the year under review, a committee consisting of the executive of SUMA and staff of the department continued to analyze the Revenue Sharing Program.

The relative amounts of the components of Urban Revenue Sharing are:

Table No. 4	1983-84	1984-85	1985-86
Unconditional	$61,267,824	$64,327,494	$64,347,085
Fire Protection	277,587	277,672	277,063
Recreation	522,840	519,323	516,831
Total	$62,068,251	$65,124,489	$65,140,979

Distribution Formula for Unconditional Revenue Sharing

The basic, per capita, and foundation grant components of Urban Revenue Sharing are unconditional and a municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool. For 1985-86, each community received the same revenue sharing amount as it received in 1984-85. The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,328,050 was paid to municipalities in basic grants.

Population	Grant
0-149	$2,075
150-299	2,760
300 or more	3,000

A uniform per capita amount of $54.45 per resident is also paid based on the 1981 federal census. During the year under review a total of $37,136,317 was paid to municipalities in per capita grants. The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant. During the year under review a total of $25,413,415 was paid to municipalities in foundation grants.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal cooperation. Accordingly the branch administers these grants to urban and rural municipalities.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. As of March 31, 1986, 362 urban municipalities and 277 rural municipalities were part of the program.

Grants are calculated on the basis of $1 per capita based on the 1981 federal census up to a maximum of $10,000. Grants paid were as follows:

Table No. 5	1983-84	1984-85	1985-86
Urban Municipalities	$277,587	$277,672	$227,063
Rural Municipalities	211,216	212,326	214,826
Total	$488,803	$489,998	$491,889

Intermunicipal Recreation Program

Municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense, to include facilities for sports, arts, culture, and leisure-time activities.

As of March 31, 1986, 293 urban municipalities and 220 rural municipalities were participating in the program.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1981 federal census, of $1 for the first 15,000 population, 75 cents for the next 15,000, and 50 cents for the population in excess of 30,000, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Table No. 6	1983-84	1984-85	1985-86
Urban Municipalities	$522,840	$519,323	$516,831
Rural Municipalities	192,707	183,509	189,767
Total	$715,547	$702,832	$706,598

Urban Transit

The branch provided policy advice and administered two programs that provide financial assistance for urban transit — the Municipal Transit Assistance Program and the Transit for the Disabled Program.

Municipal Transit Assistance Program

Under the Municipal Transit Assistance Program payments amounting to $2.4 million were made to seven cities and two towns to assist with the operation of public transit. Operating assistance consists of per capita and incentive grants.

Transit for the Disabled

By the end of 1985-86 a total of 57 communities were participating in the Transit for the Disabled Program, an increase of six communities over the previous year. $1.6 million grants was paid out to these municipalities in the 1985-86 year. This included more than $571,000 to cover the provincial contribution of 75 per cent of the cost of 17 new wheelchair lift-equipped buses and vans to provide transit service for the disabled and elderly.

Industrial Towns Assistance

Towns and villages that face major expansions of their infrastructure to cope with rapid increases in population resulting from industry locating in or near their communities, are eligible for special financial and administrative assistance under this program.

In 1985-86 the Town or Coronach received a grant of $25,000 under this program. This was allocated for retirement of the debenture debt incurred for expansion of infrastructure due to the impact of the Poplar River power plant.

Rail Relocation

During the year the branch financially assisted the City of Regina with its formal application to the Canadian Transport Commission for its railway relocation project. The department contributed a total of $445,572 toward the maintenance of the Regina Rail Relocation Office and preparation of evidence for the Canadian Transport Commission hearing on the City's Phase I application, delayed by legal action initiated by the railways.

Urban Parks

The branch administered the Province's financial participation in the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current.

These authorities receive annual funding in accordance with provincial legislation. In 1985-86 the Meewasin Valley Authority received a total of $806,438, the Wakamow Valley Authority a total of $95,361, the Wascana Centre Authority a total of $835,760 and the Chinook Parkway a total of $100,500.

Regina/Moose Jaw Carbon Filtration Project

During the year the branch administered an agreement in which a $15 million commitment was made by the Government of Canada, Province of Saskatchewan and Cities of Moose Jaw and Regina to improve the quality of water for Regina and Moose Jaw residents.

The Province has committed up to $5 million, and its share of the project costs during 1985-86 amounted to $2.8 million. It is expected this project will be completed in 1986. Provincial share of costs to the end of the 1985-86 fiscal year amounted to $4.5 million.

Downtown Revitalization

During the fiscal year the Province provided a total of $971,654 as a loan to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of the Prince Albert Gateway North Plaza. Those funds will be repaid over time to the Province as revenues to the City of Prince Albert increase from the project.

The branch also responded to requests for information from communities that expressed an interest in downtown revitalization.

Provincial Capital Fund Program

The Provincial Capital Fund Program is a two year, $34.6 million capital program established to assist urban municipalities with the acquisition or construction of capital works or purchase of equipment during the period January 1, 1985 to December 31, 1986.

During 1985-86, grants totalling $12,462,322 were distributed among the following categories of municipalities.

Table No. 7

Class of Municipality	Total Number of Projects	Total Grants Payments
Cities	44	$ 8,663,952
Towns	162	2,700,203
Villages	176	1,049,956
R.M. (Hamlets)	27	48,211
Totals	409	$12,462,322

Table No. 8

Type of Project Expenditure

General Government	$ 293,480
Protective Service	1,573,295
Transportation	6,194,640
Environmental Health	137,537
Health & Welfare	79,580
Environmental Development	47,998
Recreation/Culture	1,717,991
Water & Sewer	1,834,768
Transit Services	576,210
Electric Light Utility	749
Other Utility	6,074
Total	$12,462,322

Senior Citizens Heritage Rebate Program

During the fiscal year, the branch administered the Senior Citizens Heritage Rebate Program that rebated a portion of property taxes paid by Saskatchewan senior citizens.

Senior citizen property owners were eligible for a rebate of one-half of the property taxes paid, to a maximum of $280, plus an additional $50 minimum or $230 maximum for the school tax portion of the taxes on their principal residences. The combined maximum for principal residence rebates was $510.

During the year, 64,000 Senior Citizens Heritage Rebates were authorized to senior citizen property owners for a total expenditure of $24.5 million.

In addition, rebates totalling $1.6 million were authorized for prior year claims under the previous rebate programs which were discontinued in 1985-86.

Saskatchewan Farm Implement Dealers Property Tax Rebate Program

During the 1985-86 fiscal year property tax rebates were authorized to Saskatchewan farm implement dealers for a total expenditure of $440,000.

Legislation

Goal: To maintain a framework of legislation and regulations related to a broad range of municipal financing programs.

The Municipal Finance Branch administered the following during 1985-86:

- **The Municipal Revenue Sharing Act** and its regulations,
- **Provincial Capital Fund Program Act** and its regulations,
- **The Industrial Towns Act** and its regulations,
- **The Wascana Centre Act,**
- **The Meewasin Valley Authority Act,**
- **The Wakamow Valley Authority Act,**
- The Municipal Transit Assistance and Transit for the Disabled Program regulations,
- **The Senior Citizens' Heritage Rebate Program Act** and its regulations,
- The Saskatchewan Farm Implement Dealers Rebate Program regulations,
- **The Community Capital Fund Program Act** and its regulations.

The branch shared in responsibility for **The Urban Municipality Act, 1984** with Municipal Advisory Services.

The branch prepared new legislation and regulations, and established administration procedures, for the new Senior Citizens' Heritage Program, to commence operation April 1, 1986.

The branch also assumed responsibility in 1985-86 for preparing legislation for the Saskatchewan Assessment Management Agency, the new independent assessment agency.

Municipal Financial Reporting and Financial Information System

Goal: To have accurate and accessible municipal financial information which reflects both the current urban fiscal circumstances and recent changes.

Municipal Financial Reporting

The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This data base is used in program and policy development and in Revenue Sharing grant calculations. A significant amount of financial information was provided to the Local Government Finance Commission over the course of the year.

Municipal Computerization

Goal: To provide assistance to municipalities so that they may better address computerization decisions.

A publication entitled "Computerization in Municipalities: Guidelines" was prepared and distributed to all municipalities in May, 1985. The development of this publication involved representation of the Saskatchewan Urban Municipalities Association (SUMA), the Urban Municipal Administrators Association of Saskatchewan (UMAAS), Saskatchewan Rural Development and the Rural Municipal Administrators Association (RMAA), as well as the assistance of the Ontario government.

Northern Municipal Services

Municipal Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in the province by regulating certain activities of Northern Local Government Councils and their employees to promote adherence to statutory requirements and by providing advisory and counselling assistance to northern local government elected and appointed officials and also to the public on northern municipal matters.

Goal: To assist northern municipalities to effectively perform their legislative and administrative responsibilities; to serve as administrator of ten northern settlements; to assist them in directing their current financial affairs and activities and in fostering their growth and development towards achieving autonomy as a northern hamlet if eligible.

During the year this section of the branch provided advice to northern local governments on a number of topics including municipal accounting, bylaw enactment, taxation and assessment, and other municipal topics. Major attention during the year under review was devoted to the municipal elections, held throughout the north during the fall.

Advisory services continued in its role of administering the ten northern settlements. The locally-elected advisory committees exhibited growing maturity with a number of the northern settlements making advances towards autonomous status as northern hamlets.

As a result of the year-end financial statements of two northern villages and one northern hamlet showing indications of deteriorating financial positions, extra and ongoing advisory services were provided to those communities to improve their financial situation.

In carrying out their duties, the advisory services staff made 432 community visits, travelled more than 60,000 miles, primarily by air, and responded to about 5,300 inquiries.

Municipal Financial Services

Mission Statement

To effectively and efficiently administer the operations of the Northern Revenue Sharing Trust Account and the branch's municipal operating and capital grant programs.

Goal: To provide a full range of municipal accounting services to northern municipalities and recreational subdivisions, and support municipal growth through conditional and unconditional grants.

Northern Revenue Sharing Trust Account

The Northern Revenue Sharing Trust Account functions along the lines of a large municipal office, with responsibility for municipal revenue and expenditure administration.

Through the Northern Revenue Sharing Trust Account, this section of the branch levies and collects municipal and school property taxes on all northern properties located outside the boundaries of the two towns and ten northern villages. The trust account also received all proceeds from the sale and lease of Crown land in the northern district. These constitute the trust account's major revenue sources.

Revenues collected on behalf of northern hamlets and school divisions are transferred to them for their administration. All revenues from northern settlements and municipal taxation from recreational subdivisions are administered by the trust account on behalf of these settlements and subdivisions. This includes application of these revenues to payment of their respective operating and capital requirements.

Unallocated revenues are retained in the account and are used to fund approximately two-thirds of the payments under the Northern Capital Grants Program.

Table No. 9

Northern Revenue Sharing Trust Account

Summary of Taxes Levied and Collected

	1983	1984	1985
Taxes Levied			
Municipal	$372,264	$366,677	$ 383,990
School	522,396	604,111	683,777
	$894,660	$970,788	$1,067,767
Taxes Collected			
Municipal	$372,127	$358,133	$ 371,040
School	518,445	580,767	632,047
	$890,572	$938,900	$1,003,087
Tax Collections as a Percentage of Taxes Levied	99.5%	96.7%	93.9%

Table No. 10

Northern Revenue Sharing Trust Account

Statement of Administrative Expenses
For the Year Ended December 31, 1985

Printing and Publications	$6,575
Materials and Supplies	625
Rentals	375
Freight and Other Services	100
	$7,675

Table No. 11

Northern Revenue Sharing Trust Account

Statement of Grants Expenditure
for the Year Ended December 31, 1985

	Northern Revenue Sharing Grants	Northern Capital Grants	Northern Fire Protection Facilities Grants
Towns			
Creighton	$ 228,626	$ 89,420	
La Ronge	292,780	150,796	
Northern Villages			
Air Ronge	154,013	70,403	
Beauval	204,416	—	
Buffalo Narrows	361,843	27,682	
Cumberland House	308,712	32,478	
Denare Beach	228,950	93,014	
Green Lake	246,662	6,120	
Ile a la Crosse	365,604	190,665	
La Loche	549,753	150,393	
Pinehouse	230,492	77,352	
Sandy Bay	296,647	520	
Northern Hamlets			
Cole Bay	67,690	18,900	
Deschambault	123,612	25,694	
Dore Lake	39,581	—	$ 7,200
Jans Bay	47,976	32,405	
Michel Village	44,443	8,621	
Missinipe	39,314	—	
Patuanak	53,844	775	
Pelican Narrows	185,364	—	
St. George's Hill	42,207	—	
Southend	51,960	28,436	
Stanley Mission	67,579	10,580	
Timber Bay	65,561	47,524	1,274
Turnor Lake	109,244	—	
Weyakwin	90,691	12,387	
Northern Settlements			
Brabant Lake	73,722	8,043	
Camsell Portage	41,927	—	
Descharme Lake	40,773	—	
Garson Lake	40,735	—	
Kinoosao	41,092	6,596	
Sled Lake	39,503	—	
Stony Rapids	102,194	89,990	
Sturgeon Landing	40,188	1,574	5,024
Uranium City	418,020	—	
Wollaston Lake	99,460	28,681	27,000
Flin Flon Boundary Agreement	12,600		
TOTALS	$5,447,778	$1,209,049	$40,498

Northern Revenue Sharing Grants Program

Northern Revenue Sharing is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants. These grants are composed of two components: a per capita component that reflects the communities' populations; and a foundation component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size.

The formula also takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplemental amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Table No. 12

Northern Revenue Sharing Grants Paid

	1983-84	1984-85	1985-86
Towns	$ 476,362	$ 521,406	$ 521,406
Northern Villages	2,754,949	2,947,092	2,947,091
Northern Hamlets	987,317	1,029,066	1,029,066
Northern Settlements	682,701	648,826	587,614
Flin Flon Boundary Agreement	11,267	11,671	12,600
	$4,912,596	$5,158,061	$5,097,777

Northern Capital Grants Program

The Northern Capital Grants Program is a five year, $6.1 million program which began January 1, 1983, to assist northern municipalities with constructing and upgrading capital facilities and acquiring equipment.

Northern towns, villages, hamlets and settlements are eligible to receive approximately $250 per capita over the five-year term of the program. The grant provides up to 90 per cent of the capital costs on approved projects.

About one-third of the annual funding for the program is provided by the Consolidated Fund, and the balance is drawn from the general revenues of the Northern Revenue Sharing Trust Account.

Table No. 13

Number of Projects Funded	1983-84	1984-85	1985-86
Towns	6	14	35
Northern Villages	9	33	41
Northern Hamlets	5	24	16
Northern Settlements	-	7	14
	20	78	106
Grant Payments:			
Towns	$428,000	$ 506,132	$ 232,522
Northern Villages	815,754	594,172	669,731
Northern Hamlets	42,287	221,994	191,708
Northern Settlements	-	85,587	101,076
	$656,041	$1,407,885	$1,195,037

Northern Fire Protection Facilities Grant Program

The Northern Fire Protection Facilities Grants Program was established in January, 1983, to provide financial assistance for the construction of fire halls and for the acquisition of fire-fighting equipment.

The program provides a grant for 75 to 95 per cent of construction costs and for 60 to 90 per cent of equipment costs, based on a per capita formula.

All northern municipalities are eligible, however, the towns of Creighton and La Ronge are only eligible for grants on equipment purchases. Projects are frequently cost-shared with Indian bands if reserve land is adjacent to a northern municipality.

During the year a total of $104,500 was paid out under the program compared with $51,800 the previous year. A northern town received $60,568 while two northern hamlets received a total of $36,974 and two northern settlements received a total of $6,958 under the program.

Municipal Training Services

Mission Statement

To foster and promote the growth and development of strong and effective northern municipal government through education and training.

Goal: To provide education and training to all levels of northern local government and to the general public, fostering increased awareness, interest and capability in the conduct of local self-government.

With a high percentage of newly-elected aldermen and mayors, the interest and need for education and training in local self-government remained high.

During the year, the training staff conducted 54 workshops on the provisions of **The Local Government Elections Act** and **The Northern Municipalities Act,** attended by 301 elected and appointed officials.

An additional 11 centralized workshops were conducted with 102 local government officials attending; another 43 workshops were held in individual northern communities attended by 199 local government officials. Topics covered in these workshops include assessment and taxation; budgets, local government elections; bylaws; council procedures; public meetings; and **The Northern Municipalities Act.**

Because of the earlier dates for northern municipal elections and the time delays northern municipalities experience in obtaining election supplies from the south, branch staff handled the ordering of more than 10,000 forms and materials for the 26 northern municipalities.

The branch also continued to deliver the junior local government administration course on behalf of the University of Regina, to provide qualified staff to serve as administrators in northern municipalities. During the year, another four northern students successfully completed the course.

Board of Examiners

The Board of Examiners (Urban) appointed under the provisions of **The Department of Urban Affairs Act,** is responsible for the issuance of certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to other persons who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed from the staff of the Department of Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As at March 31, 1986, the members of the board were:

K. E. Smith, Chairman
W. L. Herman, Humboldt, representing U.M.A.A.
F. Pedersen, Wynyard, representing S.U.M.A.

The Board secretary is C. Schwindt of the Department of Urban Affairs.

During the year under review a Class "D" certificate of qualification was introduced to recognize those clerks who have successfully completed the Local Government Administration Program from the University of Regina and are employed in urban centres with a population of less than 300 persons. Previously these individuals were unable to qualify for a certificate from the Board as a population in excess of 300 persons was required in order to qualify for a Class "C" certificate.

The Board's policy with respect to municipal audits had been, until this year, that only chartered accountants be granted authorization to audit urban centres. The Board has now relaxed this requirement to allow members of the Certified General Accountants Association, the Canadian Management Association, and the Accredited Public Accountants Association to perform audits of urban centres with a population of 500 persons or less.

The University of Regina has recently amalgamated the previously offered junior and senior courses in local government administration. The Board therefore has amended the academic requirements for the "Superior A" certificate of qualification.

In addition to recognizing the holders of the previous Senior Local Government Administration Program certificate, the academic requirement may be met by holders of degrees, diplomas, certificates or professional designations, in disciplines recognized by the Board, or may be fulfilled by completing a designated program of related courses approved by the Board.

During the year under review, the following transpired:

Class "D" — 9 certificates were issued

Class "C" — 29 certificates were issued; 2 applications denied

Class "B" — 1 application was received and denied

Class "A" — 8 certificates were issued; 1 application denied; 1 application deferred; 1 application held in abeyance

"Superior A" — no applications were received

Administration Permits — 1 permit was issued

Audit Authorization — 6 audit authorizations were issued

Community Capital Fund

The Community Capital Fund Program was a five-year program which was originally to have ended March 31, 1985, but was extended into 1985-86 to accommodate projects delayed by early winter weather. The purpose of the program, established under **The Community Capital Fund Program Act** was to assist municipalities with the acquisition or construction of capital works or the purchase of equipment.

All cities, towns, villages, and rural municipalities, on behalf of hamlets within their boundaries, were eligible to receive a maximum of $100 per capita over the term of the program.

The grant covered up to 60 per cent of the eligible cost of a specific project, but could not exceed the municipal share of the project cost. On projects where additional assistance was received from other federal and provincial grant programs, total grants including the Community Capital Fund Program grant, could not exceed 75 per cent of the project's cost.

In addition to providing unconditional capital financial assistance to municipalities, the program was designed to encourage long-term capital planning by communities. In this way, a municipality could choose the projects it wished to undertake and determine its priorities and source of financing.

Pursuant to **The Community Capital Fund Program Act,** all applications were reviewed by a committee and recommendations made to the Minister for approval or denial of the project applications.

Expenditures in 1985-86 for this program totalled $1,680,743.

Over the duration of the program, grants totalling $69,106,921 were distributed among the following categories of municipalities.

Table No. 14

Class of Municipality	Total Number of Projects	Total Grant Payments
Cities	272	$46,171,949
Towns	459	15,552,047
Villages	1172	6,596,597
R.M. (hamlets)	245	786,328
Totals	2148	$69,106,921

The purposes for which the Community Capital Fund Program money has been utilized by municipalities over the duration of the program are listed below.

Table No. 15

Project Type	Total	Percent
General Government Services (including Municipal office buildings and equipment)	$12,365,120	17.8
Protective Services (including firefighting and police facilities and equipment)	6,125,434	8.9
Transportation Services (including street and sidewalk improvements, bridges, parking, airport and buses)	24,284,009	35.2
Environmental Health Services (including water, sewage and waste disposal)	14,487,736	20.9
Environmental Development Services (including hospital facilities and health clinics)	514,176	.7
Recreational and Cultural Services (including recreational and cultural facilities, rinks, libraries, etc.)	11,330,446	16.5
Total	$69,106,921	100.0

* figures may not total exactly due to rounding.

Provincial Planning Appeals Board

The Provincial Planning Appeals Board is required to hear and determine appeals in all cases made under **The Planning and Development Act, 1983,** or by an Order or Regulation made under the Act, or by a bylaw passed by a council under the Act, and where provision for appeals to the Board is made under any other Act.

The Board may also consider and make recommendations on any matters that may be referred to it by the Minister.

The members of the Board are appointed by the Lieutenant Governor-in-Council, under the provisions of **The Planning and Development Act, 1983.**

As at March 31, 1986, the Members of the Board were:

H.E. Wellman, Saskatoon	— Chairman
M.C. Butterfield, Swift Current	— Member
A.H. Hosie, Regina	— Member
B.E. Bratt, Regina	— Member
G. Richardson, Regina	— Member
R. Pankiw, Regina	— Member
B.L. Pultz, Saskatoon	— Member
W. Prokopishin, Humboldt	— Member
R.J. Croft, Regina	— Member
H. MacKnight, Saskatoon	— Member
Y. Wilkinson, Prince Albert	— Member
D. Culham, Regina	— Member
B. Fry	— Secretary

During the year ended March 31, 1986, the Board held 22 meetings at which a total of 71 appeals were heard; as follows:

Table No. 16

	Appeals Heard	Appeals Granted	Appeals Denied
* Cities	26	8	16
Towns	1	1	
Villages	1	1	
** Rural Municipalities	29	13	11
Railway Land Disposition Program — 14 Appeals			

* 1 Appeal — No jurisdiction.
1 Appeal — Board requested a stated case before rendering a decision.

** 1 Appeal — Adjourned sine die.
3 Appeals — Withdraw after hearing.
1 Appeal — No jurisdiction.